

Finance Officer

£34,000 - £38,000 p.a.

Mazuma is a leading subscription accountancy services provider committed to delivering high quality service and expertise to our clients. As we continue to expand our operations, we are seeking a dynamic and experienced Finance Officer to join our team. The ideal candidate will play a pivotal role in managing and implementing financial processes, ensuring accuracy and compliance, and providing strategic financial guidance to support our growth.

To qualify for this role you must be as a minimum part CIMA, ACCA or ICAEW qualified with a view to continue studies to completion or preferably fully qualified.

Overall Responsibilities

- Monitor the subscription billing processes, ensuring accuracy and adherence to billing schedules. Collaborate with other departments to resolve billing-related queries and manage failed payments from clients
- Communicate with internal departments and external clients and suppliers
- Identify/recruit external credit control company and liaise with them
- Manage debtors and bad debt
- Manage accounts payable including invoice processing and prepare payments report for approval
- Prepare VAT returns
- Reconcile bank statements, identify discrepancies, and resolve any issues promptly. Maintain up-to-date records of financial transactions
- Month end journals
- Manage fixed asset register
- Ad hoc projects such as implementing Purchase Order process
- Prepare accurate and timely monthly financial statements that adhere to accounting principles and regulatory requirements
- Assist with developing and managing annual forecasts and departmental budgets, working closely with department heads to forecast expenses and revenue projections. Provide insights for the preparation of forecasts and ongoing comparison of financial forecasts to monthly MI
- Assist with production of year end accounts and liaise with external parties when required
- Stay informed about relevant financial regulations, compliance requirements and regulatory changes affecting financial operations. Assist in ensuring the company's adherence to financial policies and procedures

Requirements

- ACCA/ICAEW/CIMA Qualified or part qualified
- Strong understanding of UK GAAP, IFRS and compliance requirements

- Good proficiency in financial modelling and analysis using tools such as Excel
- Proven experience in finance or accounting roles, ideally for an SME
- Experience using Quickbooks and preferably Fathom

Skills

- Financial expertise
- Confidentiality and high ethical standards
- Analytical skills
- Strong communication skills
- Problem solving ability
- Time management
- Strong attention to detail and accuracy in financial data entry and recordkeeping

Rewards and Benefits

- Competitive salary ranging from £34,000 to £38,000 per annum
- Pension contributions
- 23 days of holiday a year plus bank holidays
- 2 well-being days
- Flexible modern working practices, incentives, and bonus opportunities

Mazuma is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you are interested in this position, please email a copy of your C.V. to Sophie Hughes on jobs@mazumamoney.co.uk

Job Types: Part-time (25hrs per week), Permanent

Salary: £34,000.00-£38,000.00 per year pro rata

Schedule:

- Monday to Friday 09:00 – 17:00 (flexible on days and hours)
- Work Location: Hybrid remote working/office based in Bridgend CF31 3AQ